## WITHDRAWAL OF DOCUMENT

- This event may be used by Trustees to e:file correspondence that confirms the withdrawal of a Final Report.
- This event may also be used to e:file correspondence that confirms the withdrawal of a matter on a judge's calendar. The correspondence may be the e:filers letterhead or the court's <u>Status Change Form</u>. Please provide chambers with immediate phone or e:mail notice if a matter scheduled for a hearing is withdrawn.
- **STEP 1** Choose **Bankruptcy** from main menu
- **STEP 2** Choose **Miscellaneous Events** category
- **STEP 3** Enter case number; click [NEXT]
- **STEP 4** Select **Withdrawal of Document** from drop down list; click [NEXT]
- **STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- **STEP 6** Select party or click [ADD/CREATE NEW PARTY]; click [NEXT]
  - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.
  - If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.
- **STEP 7** Upload PDF file; click [NEXT]
  - TIP If withdrawing a Final Report, upload correspondence on your official letterhead. If withdrawing a matter scheduled for hearing, upload correspondence on your official letterhead OR the court's Status Change Form.

## CM/ECF EVENT INSTRUCTIONS

- **STEP 8** Select the category to which your event relates; click [NEXT]
  - TIP If withdrawing a Final Report, select **Trustee** from drop down list.
- **STEP 9** Place a check in the box next to the appropriate event; click [NEXT]
  - TIP If only one event exists, CM/ECF will default with a check in the box.
- **STEP 10** Confirm case information; click [NEXT]
- **STEP 11** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]
  - TIP Text of docket entry cannot be modified from this screen. If modification is necessary, abort the transaction and begin again.

## SAMPLE DOCKET TEXT

Withdrawal of Document (related document # and title) filed by Test Attorney on behalf of Test Client

**STEP 12 Notice of Electronic Filing** displays.